



MUSEUM *of* VISUAL MATERIALS

Job Description

Job Title: Event Manager
Status: Part-time, Nonexempt, Nights, Weekends and Holidays
Reports To: Event Coordinator

Job Summary

The Event Manager for the Museum of Visual Materials is responsible for managing all aspects during an event held at the Museum.

Job Responsibilities

Facility Management

- Ensures the event space is clean, accessible, and ready before and during the event.
- Clears all glasses, napkins, and tablecloths and skirting, if rented through the Museum, from the tables as needed.
- Assists in clearing the dance floor of tables and chairs.
- Empties all garbage and recycling at the end of the night.
- Runs washing machine as needed.
- Ensures the facility is secure and locked at the end of the night.

Bar Service

- Counts the money bag for the bar before and after the event, including the bartender's tips, and returns bag to the safe at the end of the night.
- Serves as a back-up and assistant bartender during busy times.
- Ensures the bar is properly stocked with alcohol and ice and retrieves needed items for restocking throughout the night.
- Provides champagne pouring assistance as needed.
- Completes the end of night sheet to ensure the event is properly billed.

Customer Service

- Coordinates with caterers and other vendors upon arrival.
- Works with the parents, couple or host of the event to ensure everything is running smooth.
- Troubleshoots any situation or issue that may arise during the event.

Other duties as assigned.

Skills and Qualifications

- Must be able to work evenings, weekends, and holidays.
- Must be able to lift 50+ pounds, reach high positions, and do strenuous work by lifting and moving tables and chairs and other event duties.
- Demonstrate excellence in problem solving, task management, facility security, and communication.
- Fantastic customer service ethic and high expectations for quality.